

Memorandum of Understanding (MOU)
International Federation of Professional and
Technical Employees (IFPTE), Local 28
And
The NASA Glenn Research Center

The parties agree that the NASA Employee Performance Communication System (EPCS), effective October 1, 2004 and modifications made to the NASA Awards and Recognition Program, also referred to as the Recognition Alignment Communication and Implementation Plan (RACIP), will be implemented at the NASA Glenn Research Center as follows:

1. The Glenn Policy Directive (GLPR) 3630.1, Glenn Procedural Requirements (GLPR) 3630.1 and Glenn Procedural Requirements (GLPR) 3451.1 will be updated to reflect the changes to GRC implementation of the NASA EPCS and the NASA Awards and Recognition Program. The union will be provided an opportunity to review the revisions to these documents and to provide negotiable proposals concerning these documents.
2. At the time the union is provided the documents referenced in item 1 above, the union will also be provided management's proposal on modifications to the negotiated agreement. The union will be given an opportunity to provide negotiable proposals at that time.
3. The union will submit negotiable proposals within 30 days of the receipt of the material referenced in item 1 and 2 above. The parties agree to negotiate in good faith regarding all negotiable matters submitted for consideration in this process.
4. The following articles in the current negotiated agreement will remain unchanged, in full effect and applicable to the EPCS and Awards and Recognition Program until modifications to the agreement can be made as outlined in item 3 above:

Article 12, Details
Article 25, Within-Grade Increases
Article 27, Incentive Awards Program
Article 28, Professional Recognition
Article 31, Performance Appraisal except sections 31.01; 31.03 a; 31.03 e
Article 33, Official Personnel Folders
Article 34, Supervision

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5. Performance elements, standards and performance indicators will, to the maximum extent feasible, permit the accurate evaluation of job performance on the basis of objective criteria related to the job and define the expectations in order to communicate what an employee has to do or achieve to meet the standard.
6. Since the required performance standards are broad statements of expected accomplishments or behaviors, the performance indicators for each standard are necessary to communicate what an employee has to do or achieve to meet the standard. Each standard must include a sufficient number of performance indicators to clearly communicate the performance expectations to the employee. Performance indicators should guide the supervisor/employee discussion about performance expectations during the performance-planning stage and the discussion about the employee's performance and accomplishments during a progress review and the annual appraisal.
7. Performance ratings given under the EPCS will be based on performance compared to the performance elements, standards and performance indicators for each critical and non-critical element on which the bargaining unit employee has had an opportunity to perform for the minimum period.
8. Employee Performance Files shall be made available to employees and their designated legal or personal representatives.
9. Only those Officers and employees of the Agency who have a need for the record in the performance of their duties will be provided access to records contained in the Employee Performance File. If requested, the employee will be provided access to the check out record and notified in writing of the reason for the official's need for the information.
10. Employees may not file a grievance on the summary prepared to close out the 2-level EPCS. Employees may submit to the rating official a response to the summary to be included in the performance record and considered at the time the official rating of record is rendered at the end of the appraisal cycle. If an employee is dissatisfied with the official rating of record issued at the end of the rating cycle, they may request reconsideration of the rating in accordance with Article 31 of the negotiated agreement or a grievance in accordance with Article 16 of the negotiated agreement.

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11. Employees may recognize other employees via the Peer Recognition Program by nominating employees for the peer recognition award in accordance with established procedures. Employees will not be required to submit a nomination for the peer award. Failure to submit a nomination for a peer award will not result in a negative performance rating of record for any bargaining unit employee.
12. Awards issued will be publicized using a variety of means such as the Personnel Newsletter, Aerospace Frontiers, Today@Glenn and LINK.
13. It is agreed that discussion and negotiation on the content of the Peer Award Recognition certificates will be postponed until the negotiations on the Incentive Awards GLPR takes place.
14. Information on the Peer Award process and criteria will be made available to bargaining unit employees in writing and via training/briefing session(s).
15. Information on the changes to the EPCS will be made available to bargaining unit employees in writing and via training/briefing session(s).
16. The union will be provided an advanced copy of the written memorandums communicating the EPCS changes and the modifications to the recognition and awards program, including the implementation of the Peer Award program. The union will also be provided an advanced copy of the charts that will be presented to employees in briefings regarding the Peer Award Program and the EPCS implementation.

Agreed to by:

/s/	11/3/04	/s/	11/3/04
Gwendolyn Davis Labor Relations Officer	Date	Virginia Cantwell President, IFPTE, Local 28	Date